

# Your Recruitment Time

How much time, in hours, are you spending per month on recruitment?

(15 minutes = .25, 30 minutes = .5 hours, 60 minutes = 1 hour, etc.)

Finding coverage for open positions	
Writing job postings	
Posting jobs internally and externally	
Reviewing online contact forms	
Vetting applications and forwarding to appropriate person	
Reviewing applications for hire	
Contacting applicants and scheduling interviews	
Conducting interviews	
Giving tours	
Following up after interviews	
Checking references	
Creating job offer	
Conducting background checks (drug, registry, physical, etc).	
Following up between offers and start dates	
Setting up payroll and processing other HR documents	
Preparing and hosting orientations	
Training/onboarding new employees	
Answering questions for new employees	

How much time is your team spending on recruitment?

Find out by using this worksheet with your team

## Your Recruitment Costs

How much money are you spending per month to replace staff?

Monthly overtime costs	
Monthly agency costs	
Monthly referral incentives	
Monthly Referrals/Sign on bonuses	
Cost of recruitment/hiring activities (Total time of hiring activities from page 1 x your team's average hourly rate)	
Other	
<b>Total</b>	

*Other costs may include:*

Open rooms/apartments

Lower productivity of new team members

Lower productivity of mentor team members

Increased call outs due to burned out employees covering open positions

Job advertisements, including website updates

Drug screening/Background checks/TB test/Physical